

Charles.Reeves.ETHICS

From: Sanettria Pleasant
Sent: Friday, July 23, 2021 3:46 PM
To: Charles.Reeves.ETHICS
Subject: DOTD Disqualification Plan District 03 - K. Melancon.doc
Attachments: Disqualification Plan - DOTD District 03.pdf

Hi, Charles.

DOTD must fill a vacancy by September 1, 2021, or face having to re-post the vacancy. Is there any chance that your agency will grant an exception and place this item on the Ethics Board's August agenda?

If that is not possible, will you grant an exception for submission by July 22, 2021, for the September agenda?

Sanettria "Sam" Glasper Pleasant

Attorney Supervisor

Construction Unit

Louisiana Department of Transportation and Development

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Office of the Secretary
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John Bel Edwards, Governor
Shawn D. Wilson, Ph.D., Secretary

FAX COVER SHEET

DATE: July 23, 2021

TO: Louisiana Board of Ethics

FROM: Sanettria "Sam" Glasper Pleasant
Attorney Supervisor – Ethics Liaison

FAX: 225-381-7271

RE: La. R.S. 42:1112 and La. R.S. 42:1119 Disqualification Plan
Louisiana Department of Transportation and Development

NUMBER
OF PAGES: 6, including fax cover sheet



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July 23, 2021

Louisiana Board of Ethics
P.O. Box 4368
Baton Rouge, LA 70821
Fax: 225-381-7271

Re: La. R.S. 42:1112 and La. R.S. 42:1119 Disqualification Plan
Louisiana Department of Transportation and Development – Kim Melancon

Mr. Kim Melancon is employed as Highway Foreman 1 in the Louisiana Department of Transportation and Development's ("DOTD") District 03. DOTD's District 03 is located in Lafayette, Louisiana. Mr. Melancon has been in the Highway Foreman position since August 17, 2018.

Mr. Melancon's wife, Lynette Melancon ("Mrs. Melancon"), applied for the position of Administrative Coordinator 4 within DOTD's District 03. Mrs. Melancon meets the qualifications for an Administrative Coordinator 4 and DOTD would like to hire Mrs. Melancon.

Job Duties

The duties of a Highway Foreman 1 include, but are not limited to, supervising a crew engaged in repairing and maintaining bridges in an assigned area; supervising and directing the activities of a large road and striping crew engaged in applying center line and no passing strips on state highways; supervising all fleet operations in an assigned area; inspecting and supervising the maintenance and repair of levees in a large assigned area; instructing subordinate leaders daily as to the site and nature of work; maintaining buildings, grounds, roads, reservoirs, equipment and pumps; inspecting and supervising maintenance and repair of wharfs, sheds, roadways, ramps, and other members of a port involving building new roofs, installing built up roofing; laying new decking; demolishing old structures; building levees; acting as inspector on contract construction or maintenance projects; pouring concrete; placing reinforcing steel; chipping, brushing and scraping, and painting steel under wharfs; and preparing reports covering such items as equipment and materials used and job costs.

The responsibilities of an Administrative Coordinator 4 include, but are not limited to, performing responsible, initial departmental-program duties in accordance with rules, regulations, and policies; communicating with other DOTD departments, customers, etc.; serving as clerical assistant to a manager, which could include keeping appointment schedules, preparing travel, and issuing directives to others on the manager's behalf; and timekeeping responsibilities other than approval of time, such as entering personal time or that of staff and payroll entries.

To avoid a violation of La. R.S. 42:1112 and La. R.S. 42:1119, DOTD is requesting approval of the following disqualification plan:

Mr. Melancon shall not participate in any transaction or appointing authority duties involving Mrs. Melancon, including, but not limited to, approving leave, signing performance evaluation documents, and recommending hiring/promotions. Additionally, Mr. Melancon shall not perform any functional supervision of Mrs. Melancon at any time. Functional supervision includes, but is not limited to, determining work assignments, training, reviewing work, and approving work.

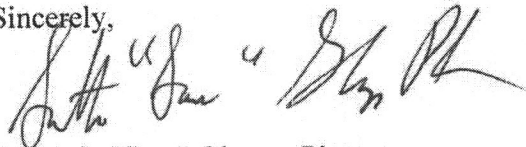
Entry of staff time/payroll is among the duties of an Administrative Coordinator 4; however, Mrs. Melancon shall not engage in any entry of time or payroll activities for her husband, Mr. Melancon. Betty Malbrough, Administrative Coordinator 4, shall handle all necessary time or payroll entries for Mr. Melancon.

Attached is an organizational chart showing Mr. Melancon's position and the vacant Administrative Coordinator 4 position within District 03. At all times, Parish Highway Maintenance Superintendent, Alexon Courville, will supervise the Highway Foreman 1 and Administrative Coordinator 4 positions.

State Civil Service rules require DOTD to fill the Administrative Coordinator 4 vacancy by, September 1, 2021, which is just before the Ethics Board meeting in September 2021; therefore, DOTD is requesting a waiver of the June 24, 2021, deadline for the submission of this item for placement on the meeting agenda for August 5, 2021, or August 6, 2021. Please place this disqualification plan on the agenda for consideration at the August 2021 Ethics Board meeting.

Please contact me at (225) 379-1022 if you need any additional information for consideration and approval.

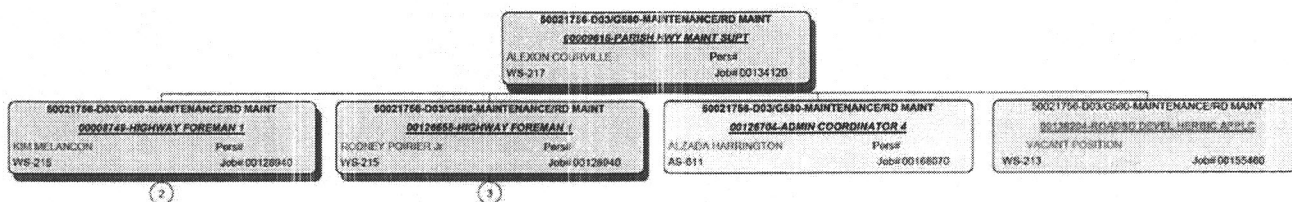
Sincerely,



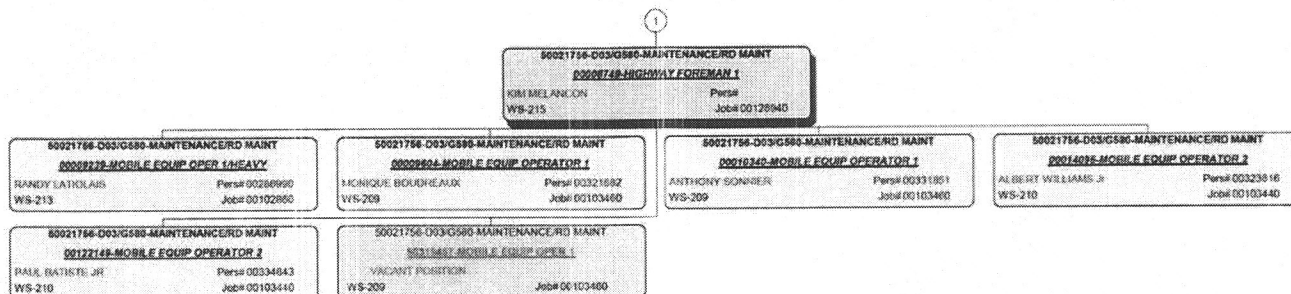
Sanettria "Sam" Glasper Pleasant
Attorney Supervisor – Ethics Liaison
Sanettria.pleasant2@la.gov

Attachment

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